GIG CYMRU NHS WALES | Iechyd Cyhoeddus Cymru Public Health Wales	**Name of Meeting** Board **Date of Meeting** 26 November 2026 **4.4**

Chair's Action and use of the Public Health Wales NHS Trust Common Seal

Executive lead:	Paul Veysey, Board Secretary and Head of Board Business Unit
Author:	Liz Blayney, Deputy Board Secretary and Deputy Head of Board Business Unit

Approval/Scrutiny route:	Paul Veysey, Board Secretary and Head of Board Business Unit

Purpose

This report confirms that no Chair's Action has been taken since the September 2026 Board meeting and reports on the use of the Public Health Wales NHS Trust Common Seal for the Beacon Centre lease. It also clarifies the position for Media Point and the inclusion of both previously approved papers in the public papers for the Board meeting on 26 November 2026.

Recommendation:

NOTE	CONSIDER	RECOMMEND	ADOPT	ASSURANCE
☒	☐	☐	☐	☒

Recommendation

The Board is asked to:

- **Note** that no Chair's Action has been taken since the September 2026 Board meeting and that there are no Chair's Actions requiring ratification;
- **Note** that the Board approved the Beacon Centre and Media Point arrangements in private session on 29 October 2026, including use of the Common Seal as required;
- **Note** that the Common Seal was affixed to the Beacon Centre lease on 4 November 2026, while the Media Point Memorandum of Terms of Occupation was signed without the seal, as sealing was not required;
- **Note** that both previously approved papers are included in the public papers for the Board meeting on 26 November 2026 for completeness and transparency, following the decisions taken in private session;
- **Take assurance** from the report on the use of the Common Seal following Board approval.

Link to Public Health Wales Strategic Plan

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to the following:

Strategic Priority/Well-being Objective	All Strategic Priorities

Summary impact analysis	
Equality and Health Impact Assessment	A specific Equality and Health Impact Assessment (EHIA) is not required in support of this report.
Risk and Assurance	This report provides the Board with an account of Chair's Action and use of the Common Seal under the Standing Orders. No Chair's Action has been taken since the September 2026 Board meeting. The report records use of the seal following Board approval and clarifies the arrangements for Media Point.
Health and Social Care (Quality and Engagement) (Wales) Act	This report supports and/or takes into account the Quality Act in relation to the support of quality and governance.
Financial implications	No new financial approval is sought through this report. The Beacon Centre and Media Point arrangements have already been approved by the Board.

People implications	There are no people implications arising from noting this report.

Purpose / situation

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Background

2.1 Chair's Action

In accordance with Section 2.1 of the Standing Orders there may occasionally be circumstances where decisions that would normally be made by the Board need to be taken between scheduled meetings, and it is not practicable to call a meeting of the Board. In these circumstances, the Chair and the Chief Executive, supported by the Board Secretary as appropriate, may deal with matters on behalf of the Board – after first consulting with at least two other Non-Executive Directors.

2.2 Affixing of the Common Seal

In accordance with Section 8 of the Standing Orders, the Public Health Wales NHS Trust Common Seal may be affixed and entered onto the Register of Sealing when the entry is signed by the Chair and the Chief Executive, and is witnessed by the Board Secretary and Head of Board Business Unit.

Description/Assessment

3.1 Chair's Action

No Chair's Action has been taken since the September 2026 Board meeting. There are therefore no Chair's Actions requiring ratification at this meeting.

3.2 Affixing of the Common Seal

At its private session on 29 October 2026, the Board approved the arrangements for the Beacon Centre and Media Point and authorised signing, use of the Common Seal and completion of supporting documentation as required.

Beacon Centre: The Common Seal was affixed on 4 November 2026 to the lease for Unit 4, The Beacon Centre for Enterprise, Dafen, Llanelli, following the Board's approval.

Media Point: The Memorandum of Terms of Occupation for part of the first floor, Media Point, Mold Business Park, Mold, was signed. This document did not require use of the Common Seal, and no seal was affixed.

The papers for both arrangements are included in the public papers for the Board meeting on 26 November 2026 for completeness and transparency, as the original decisions were taken in private session. They are presented as a public record of decisions already taken, rather than for further approval.

Recommendation

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